

**** This is only a preview of the Training and Experience Evaluation. To take the actual examination, please refer back to the bulletin and click on the “Click here to go to the Training and Experience Evaluation for Environmental Program Manager I (Supervisory)” link. ****

Training and Experience Evaluation

Environmental Program Manager I (Supervisory)

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Select Flags

From the following list of job areas, please select all areas of Environmental Science you would be willing to accept employment. You may check as many boxes as you like; however, you should not check boxes in areas where you **do not** wish to be evaluated and considered.

1. **Aquatic Science** (includes aquatic ecology, fresh water biology, marine biology, ichthyology, fish physiology, fisheries management, hydrology, hydrogeology, and limnology)
2. **Biological and Analytical Science** (includes botany, plant ecology, biology, marine biology, entomology, mammalogy, ornithology, herpetology, ichthyology, microbiology, wildlife management, microbiology, zoology, statistics, and mathematics)
3. **Chemical Science** (includes biochemistry, chemistry, analytical chemistry, alternative fuels and petroleum chemistry, and hazardous materials management, water quality)
4. **Earth and Atmospheric Sciences** (includes geology, physics, soil science, irrigation, climate change science, geography, hydrology, seismology, oceanography, and meteorology)
5. **Environmental Health** (includes drinking water, epidemiology, housing/institutions, food protection, recreational health, toxicology, radiological health, and solid waste)
6. **Environmental Science** (includes archeology, ecology, biological conservation, environmental physiology, environmental studies, environmental toxicology, pollution studies, natural resources science, habitat restoration, natural resource management, and pest management, water quality)
7. **Forestry Science** (includes forestry, silviculture, range management, watershed management, and fire science)
8. **Plant Science** (includes agriculture, agronomy, botany, crop science, plant pathology, plant ecology, and plant physiology)

VERY IMPORTANT: PLEASE READ THIS ENTIRE SECTION CAREFULLY.

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

If it is determined at any time that you have made any false or inaccurate representations in any of the information you have provided, you may be disqualified from this process, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. You are solely responsible for the accuracy of the responses provided.

This warning has been provided to protect your rights as a job candidate as well as the rights of this State. Be advised that you are expected to answer truthfully and accurately.

Verification References

Provide references who can verify the information you provide in this exam. Prior to receiving an offer for employment, these references will be contacted to confirm that you have paid or unpaid experience pertaining to the duties and requirements listed in this exam. List all references that apply.

EMPLOYMENT

Job Reference 1

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 2

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 3

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 4

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

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Job Reference 5

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

Job Reference 6

Job Title:

Organization Name and Address:

Date Worked: From: To:

Name of Supervisor(s) or Person(s) Who Can Verify Your Job Responsibilities:

Contact Phone Number(s) of the above Individual(s):

EDUCATION

Education Reference 1

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 2

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 3

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Education Reference 4

School Name and Address:

Degree(s) Earned:

Date(s) Attended: From: To:

Section 1: Tasks

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

ITEM	TASK STATEMENT [INSERT TASK STATEMENT HERE]			
		TIME/DURATION:	QUALIFICATIONS:	REFERENCES:
EXPERIENCE	Describe your work experience relevant to performing <u>this task</u> , both paid and volunteer.	I have Choose an item. experience performing <u>this task</u> .	Provide relevant examples of the more complex work you have been responsible for that demonstrates your ability to perform <u>this task</u> (1000 characters max): <input type="text"/>	Identify the references who can verify this information: <input type="checkbox"/> job ref. 1 <input type="checkbox"/> job ref. 2 <input type="checkbox"/> job ref. 3 <input type="checkbox"/> job ref. 4
EDUCATION	Describe your education relevant to performing <u>this task</u> .	I have completed Choose an item. units of college level courses directly related to performing <u>this task</u> .	List the courses you have taken which are relevant to performing <u>this task</u> and are verifiable on a transcript (1000 characters max): <input type="text"/>	Identify the university where this education was received: <input type="checkbox"/> educ. ref. 1 <input type="checkbox"/> educ. ref. 2 <input type="checkbox"/> educ. ref. 3 <input type="checkbox"/> educ. ref. 4
TRAINING	Describe your training relevant to performing <u>this task</u> .	I have completed Choose an item. hours of training directly related to performing <u>this task</u> .	List all class titles relevant to performing <u>this task</u> , and any certifications or acknowledgements received (1000 characters max): <input type="text"/>	Provide the name and contact information of someone who can verify this information: <input type="text"/>

Environmental Program Manager I (Supervisory) Tasks

ITEM #	
1.	Developing and tracking program/project budgets to ensure that programs/projects remain within budget and that performance standards are met.
2.	Directing and delegating public health, public safety, and/or environmental programs/projects, including the development of goals and work plans needed to achieve program/organizational objectives.
3.	Reviewing and approving written documents (e.g., scientific, technical and regulatory reports, program guidelines, policies) to ensure proper content, consistency, completeness, and accuracy.
4.	Conducting hiring interviews with candidates to meet the labor needs of the organization/department.
5.	Creating and maintaining partnerships with various entities (e.g., public, private, Native American tribes) to support stakeholder engagement and resource/data sharing.
6.	Directing scientific studies for the protection of public health, public safety, or environmental resources.
7.	Directing public health, public safety, or environmental inspections or investigations to ensure compliance with statewide laws, regulations, and/or agency objectives.
8.	Overseeing consultant and/or interagency contracts/agreements to meet program/project objectives.
9.	Overseeing the preparation of technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) for research, documentation, and regulatory purposes.
10.	Analyzing proposed or adopted legislation or regulations to determine potential impacts on public health, public safety, the environment, or the organization.
11.	Serving as a subject matter expert on public health, public safety, and environmental issues before various entities (e.g., legislative, public workshops, hearings, court cases) as a representative of the organization/agency.
12.	Negotiating on behalf of the organization/agency to resolve difficult and complex issues (e.g., permit compliance), and to facilitate agreements (e.g., contracts, settlements).

ITEM #	
13.	Preparing briefings for management to facilitate policy development and decision-making on public health, public safety, or environmental issues.
14.	Developing organizational policies and procedures to promote protection of public health, public safety, or environmental resources.
15.	Developing measurable objectives to analyze and report on the effectiveness of programs/projects.

Consent

You must agree to the terms and conditions of this examination process by checking the box below. If you do not check the box below, your examination will not be scored, and you will not receive your results.

I hereby certify that all the information I have provided on this examination is true and accurate to the best of my knowledge and contains no willful misrepresentations, falsifications, or exaggerations. I also understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I may be removed from the examination and/or eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State of California hiring processes. I understand that I am the person solely responsible for the accuracy of the responses I have provided.

Retaking this examination under another or a new User I.D. and password, Social Security Number (voluntary, not required, information), or name is not allowed. If you do retake this examination before the <TooSoon time> months are up, the new record will be inactivated, and you will have to wait <TooSoon time> months from the **date of the newest record** to retake the examination. This may result in your eligibility expiring from the list, and you having a period of ineligibility before you may retake the examination.

I assert that I have not taken this examination under any other User I.D. and password, Social Security Number, or name within the last <TooSoon time> months.

☐ I have read, understand, and agree to comply with the statements above.

It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position. If you want to review your answers, [click here](#). Once you click SCORE MY EXAM, you may not go back.